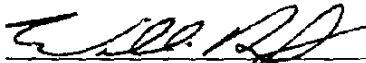UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF ALABAMA

ORDER REQUIRING THE FILING OF MAILING MATRICES ON DISKETTE

Effective SEPTEMBER 1, 2000, debtor's attorney shall prepare and submit to the Court, at the time a voluntary petition under any chapter is filed, a mailing matrix on computer diskette which complies with the attached matrix/mailing lists guidelines. This administrative order is designed to ensure that the creditor matrix you file can be properly and efficiently processed by the computer system. The accuracy and the completeness of this creditor listing shall be the total responsibility of the debtor and the debtor's attorney. The Court shall rely upon it for all mailings. Failure to file the matrix on a computer diskette will cause the petition to be rejected. This mailing matrix is required in addition to the various schedules required by Federal Rule of Bankruptcy Procedure 1007.

It appearing that the ability to present creditor matrix information on a computer diskette is readily available in the legal community utilizing existing software, and that the need to process this information applies to cases filed under Chapters 7, 11, 12, and 13

IT IS ORDERED that effective September 1, 2001,

mailing lists or address matrices containing the names and addresses of creditors and other parties in interest be submitted on a computer diskette in the format prescribed by the attached matrix/mailing lists guidelines dated July 10, 2001.

William R. Sawyer
Bankruptcy Judge

UNITED STATES BANKRUPTCY COURT
Middle District of Alabama

SPECIAL REQUIREMENTS FOR MAILING ADDRESSES
(Master Mailing Lists)

July 10, 2001

CHAPTER 7, 11, 12, 13   **DISKETTES**

The matrix must be submitted on a diskette. This is the required method for filing matrices, and insures the most accurate noticing of creditors. The software used to create matrices must be capable of saving the master mailing list on a diskette in ASCII format.

- We will only accept 3.5" high density **MS DOS** formatted diskettes.

- Include only one case on each diskette. Please include the debtor's name on the diskette label.

- Margins should be 1" minimum

- Fonts should be a Roman font, no smaller than 12 point

- When you are finished with the file, use your software (Word Perfect, Word, etc.) to save the file to the diskette in a generic ASCII format.

    NOTE: Please do not include the name and address of the debtor's attorney or of the case trustee on the matrix .

    NOTE :   **In addition to submitting the matrix on diskette, a paper copy of the matrix should also be submitted at the time of filing in Chapter 12 and 13 cases.** We will forward this copy to the trustee.
        *Paper should be 8 1/2" by 11" white bond
        *The list should be typed not handwritten

GENERAL REQUIREMENTS
FOR ALL MATRICES

- **FONTS**
  - Fonts should be a Roman font, no smaller than 12 point

- **MARGINS**

  -Margins should be 1"

- **ADDRESS**

  -The debtor(s) and creditors' name should be typed in ALL CAPS.

  EXAMPLE: JOHN DOE
  000001 Scenic Drive
  Montgomery, AL 36104

  -Each address may be up to 4 lines NO more.
  -Use the official United States Post Office abbreviations.
  - Omit account numbers from addresses

- **COLUMNS**
  -one column each page
  -each address should start at the left margin
  -alphabetize each creditor

- **SUPPLEMENTAL MATRIX**
  When an addition of five or more creditors is made to the mailing list, the entire mailing list shall not be filed. A supplemental mailing list (clearly marked "supplemental matrix") containing only the newly added creditors shall be filed. This would apply to amendments.